



## **Business Resource and Innovation Center (BRiC)**

### **Room Policy**

*Approved by the Tempe Public Library Advisory Board  
June 6, 2018*

This policy refers to the reservation and use of the two rooms within the Business Resource and Innovation Center (BRiC) in the Tempe Public Library.

#### **BRiC Use Eligibility**

BRiC consists of an open co-working space, a conference room and a large training room and is available during regular Library hours. Reservation requests for the conference and training room spaces must be made online. BRiC prioritizes requests that align with the City of Tempe mission: “to provide a platform for programs and services designed to assist entrepreneurs and small businesses.” The BRiC reserves the right to refuse reservation requests, including requests from groups that do not fit within the mission or the intended audience of the space.

#### **Groups meeting the following criteria may be eligible for a BRiC reservation:**

- Group is playing host to a workshop or class about entrepreneurship
- Group is seeking a space to conduct its business including staff meetings, staff training or client meetings
- In accordance with the Tempe Public Library Public Code of Conduct Policy, BRiC users must refrain from petitioning, soliciting, gambling, advertising or selling merchandise or services of any kind for any purpose. Multi-level marketing or recruitment-based investment opportunities are not permitted in BRiC.

#### **Requesting a Room**

Complete the “BRiC Room Request Form” online to inquire about room availability.

- Per Tempe City Policy the prioritization for the use of these city facilities is:
  - City use
  - Community partners
  - Tempe businesses
  - Non-Tempe businesses
- Reservation requests are accepted on a quarterly basis according to the schedule on page 2.
- Reservation requests must be made at least five business days prior to the event.
- Training room reservations require a business meeting agenda.
- The library can accommodate reservations only during the library’s normal business hours. Events must conclude at least 30 minutes prior to closing.
- A maximum of four reservations can be made per group per quarter for the training room.
- A maximum of eight reservations can be made per group per quarter for the conference room.

Quarterly Schedule:	
<b>1<sup>st</sup> Quarter:</b>	Jan. 1 - March 31 <i>Availability opens Dec. 1</i>
<b>2<sup>nd</sup> Quarter:</b>	April 1 - June 30 <i>Availability opens March 1</i>
<b>3<sup>rd</sup> Quarter:</b>	July 1 – Sept. 30 <i>Availability opens June 1</i>
<b>4<sup>th</sup> Quarter:</b>	Oct. 1 – Dec. 31 <i>Availability opens Sept. 1</i>
<b>Requests made prior to open availability will be dismissed without notice</b>	

Room Reservation Hours:	
<b>Monday - Wednesday:</b>	9:30 a.m. - 7:30 p.m.
<b>Thursday - Saturday:</b>	9:30 a.m. - 4:30 p.m.
<b>Sunday:</b>	12:30 - 4:30 p.m.
<b>Thirty minutes for setup and cleanup are recommended</b>	

### Finalizing Your Reservation

- BRiC reservation requests will receive a response within five business days.
- Reservations are not final without a reservation confirmation email.

### Amenities

- Training Room (Large event/meeting space) – Occupancy: 35
- Presenter's lectern
- 17 tables and 34 chairs
- Equipped with presentation monitor and HDMI/VGA ports & cords. The library does not provide devices or adaptors.
- Auxiliary cable for audio playback
- Whiteboard. The library does not provide markers or erasers. Please bring dry erase markers that are compatible to a whiteboard.
- Conference Room (Small meeting space) – Occupancy: 6
- Equipped with presentation monitor and DVI/VGA ports OR wirelessly connect via WiPG app. The library does not provide devices or adaptors.

### Cancellations/Changes

- To cancel a reservation, contact the library prior to the start of the scheduled reservation. Changes to confirmed reservations will be considered based on room availability and must be requested three days prior to the event. Failure to abide by these terms may prevent future BRiC use.

## **Conduct and Room Use Guidelines**

### ***Food***

- Food per Library policy and covered beverages are permitted.
- For catering, please contact Connections Café at (480) 350-5490.
- Alcoholic beverages are prohibited.

### ***Responsibilities***

- Applicants are responsible for their own event promotion and participant registration.
- Meeting rooms and/or equipment must be left in the condition found. Charges will be assessed for any cleaning required or damage incurred during use of the meeting room and/or equipment and may prevent future room use.